



Exhibition information, contract and application for artists participating in shows at Buttonwood Art Space (BAS).

2010 Shows and Dates

“New Beginnings” – Pastel, Oil, & Acrylic Invitational – Feb 5, 2010 through March 26, 2010

- If you have received an invitation to be in the show, applications, digital pictures of your work, image list with prices, and a brief biography should be submitted by Thursday December 31, 2009 via email info@ButtonwoodArtSpace.com.
- The delivery dates for your art to be delivered to Buttonwood will be Saturday January 30 (10a – 3p)
- Opening will be Friday February 5, 2010 (5p – 9p)
- The show will close on Friday March 26, 2010 so you can pick up any unsold art on March 27 (10a – 3p)

“Artful Photography” – An open invitation to photographers! – April 2, 2010 through May 28, 2010

- Applications, digital pictures of your work, image list with prices, and a brief biography should be submitted between Feb 7 and Feb 28 via BAS website.
- Notice of acceptance will come from Jamie Lavin, by phone or e-mail by March 5
- The delivery date for your art to be delivered to Buttonwood will be Friday and Saturday March 27 and 28, 2010 (10a – 3p).
- Opening will be Friday, April 2 (5p – 9p) and Saturday April 3 (10a – 3p)
- The show will close on Saturday May 28, 2010 so you can pick up any unsold art on May 29 (10a – 3p)

“Defining the Abstract” – A show for those who experience life in other dimensions! – June 4, 2010 through July 30, 2010

- Applications, digital pictures of your work, image list with prices, and a brief biography should be submitted by March 19, 2010 via BAS website.
- Notice of acceptance will come from Jamie Lavin, by phone or e-mail by March 26.
- The delivery date for your art to be delivered to Buttonwood will be Friday and Saturday May 29 and 30. (10a – 5p).
- Opening will be Friday, June 4, 2010 (5p – 9p) and Saturday June 5 (10a – 3p)
- The show will close on Saturday, July 30 so you can pick up any unsold art on July 31. (10a – 3p)

“Directors’ Choice” An Invitation only show of mixed media – August 6, 2010 through September 25, 2010

- If you have received an invitation to be in the show, applications, digital pictures of your work, image list with prices, and a brief biography should be submitted by Tuesday, June 1 via website.
- Opening will be Friday August 6 (5p – 9p)
- The show will close on Friday, September 24 so you can pick up any unsold art on Saturday Sept 25. (10a – 3p)

“Visions of the Flint Hills” – A fundraiser for Kansas Park Trust – October 1, 2010 through November 26, 2010

- Applications will be conducted through Café – Application deadline TBA
- Notice of acceptance will come from Café via email.
- The delivery dates for your art will be between Wednesday Sep 22 and Monday September 27. (M-F 8a-5p)
- 1st Opening Friday, October 1 (5p – 9p) and Saturday, Oct 2 (10a – 3p)
- 2nd Opening Friday November 5 (5p – 9p) and Saturday Nov 6 (10a – 3p)
- The show will close on Friday, November 26 so you can pick up any unsold art on Nov 27. (10a – 3p)

“The Art of Diversity” – A Mixed Media Extravaganza! - Sponsored by Greater Kansas City Art Association – December 3, 2010 through January 28, 2011

- Applications, digital pictures of your work, image list with prices, and a brief biography should be submitted by Friday October 15, via BAS website.
- Notice of acceptance will come from Elizabeth Zeller, by phone or e-mail by November 1, 2010.
- The delivery date for your art to be delivered to Buttonwood will be Friday and Saturday November 27 and 28. (10a – 3p).
- Opening will be Friday, December 3. (5p – 9p) and Saturday, Dec 4 (10a – 3p)
- The show will close on Friday January 28, 2011 so you can pick up any unsold art on Saturday January 29 (10a – 3p)

2011 Shows and Dates

“The Note Illustrated” – A Swingin’ Visual of all things music – Feb 4 through March 25, 2011

- Applications, digital pictures of your work, image list with prices, and a brief biography should be submitted by Monday, November 22 via BAS website.
- The delivery dates for your art to be delivered to Buttonwood will be Saturday January 29, 2010
- Opening will be Friday February 4, 2011 (5p – 9p)
- The show will close on Friday March 25, 2011 so you can pick up any unsold art on March 26 (10a – 3p)

“Picture Me!” – Buttonwood’s 3rd annual open exhibition for photographers! – April 1 through May 27, 2011

- Applications, digital pictures of your work, image list with prices, and a brief biography should be submitted by Friday January 7 via BAS website.
- Notice of acceptance will come from Jamie Lavin, by phone or email by January 14, 2010
- The delivery date for your art to be delivered to Buttonwood will be Friday and Saturday March 25 and 26 (10a – 3p).
- Opening will be Friday, April 1 (5p – 9p) and Saturday April 2 (10a – 3p)
- The show will close on Friday May 27 so you can pick up any unsold art on Saturday May 28 (10a – 3p)

“T.B.A.” – June 3 through July 29, 2011 (Artists – What show do you want???)

- Applications, digital pictures of your work, image list with prices, and a brief biography should be submitted by March 11, 2011 via BAS website.
- Notice of acceptance will come from Jamie Lavin, by phone or e-mail by March 18 (or earlier).
- The delivery date for your art to be delivered to Buttonwood will be Friday and Saturday May 27 and 28 (10a – 3p).
- Opening will be Friday, June 3 (5p – 9p) and Saturday June 4 (10a – 3p)
- The show will close on Friday July 29 so you can pick up any unsold art on Saturday July 3 (10a – 3p)

“Directors’ Choice” An Invitation only show of mixed media – August 5 through September 23, 2011

- If you have received an invitation to be in the show, applications, digital pictures of your work, image list with prices, and a brief biography should be submitted by Friday July 8, 2011 via BAS website.
- The delivery date for your art to be delivered to Buttonwood will be Friday and Saturday July 29 and 30 (10a – 3p).
- Opening will be Friday August 5 (5p – 9p)
- The show will close on Friday, September 23 so you can pick up any unsold art on Saturday Sept 25. (10a – 3p)

“Visions of the Flint Hills” – A fundraiser for Kansas Park Trust – October 7 through November 25, 2011

- Applications will be conducted through Café – Application deadline TBA
- Notice of acceptance will come from Café via email.
- The delivery dates for your art will be between Wednesday Sep 21 and Monday September 26. (M-F 8a-5p)
- Opening will be Friday, October 7 (5p – 9p) and Saturday, Oct 8 (10a – 3p)
- 2nd Opening will be Friday November 4 (5p – 9p) and Saturday Nov 5 (10a – 3p)
- The show will close on Friday, November 25 so you can pick up any unsold art on Nov 26. (10a – 3p)

“Holiday Miniatures” – A Mixed Media Extravaganza! - Sponsored by Greater Kansas City Art Association – December 2 through January 27, 2012

- Applications, digital pictures of your work, image list with prices, and a brief biography should be submitted by Friday, September 16 via website.
- Notice of acceptance will come from Jamie Lavin, by phone or e-mail by November 1, 2010.
- The delivery date for your art to be delivered to Buttonwood will be Friday and Saturday November 25 and 26. (10a – 3p).
- Opening will be Friday, December 2. (5p – 9p) and Saturday, Dec 3 (10a – 3p)
- The show will close on Friday January 27, 2012 so you can pick up any unsold art on Saturday January 28 (10a – 3p)

The Buttonwood Art Space Process

- In attempt to keep costs and thus our commission at a minimum, we prefer to receive and process all applications, digital images, biography and other submissions through the website (www.ButtonwoodArtSpace.com)
- All shows at Buttonwood Art Space are juried events. To submit your work to be in a show at BAS simply visit our website and “register” for access.
 - Provide your contact information and information as requested.
 - You will be directed to a page that will walk you through the information upload process. It is here you can provide your digital images for Jury, your Biography and any other documents you would like to deliver to us and allow the patrons of Art Space to see.

- Website registration and applications must be received by the deadlines listed for each show in the "Shows and Dates" section above.
- Art Space Director, Jamie Lavin will jury each event and will notify each participant of their status for the show they have applied to in conjunction with the dates listed above.
- All applications should include at least four (4) digital photographs representing the work you would like to show - or at least a close representation of that work. Up to 8 (eight) images may be submitted.
- Unique style and media will be considered; descriptions of pieces may be any length artists need to describe their pieces.
- Artists will be expected to have each piece they submit for Jury available for sale at the show they have applied for.
- All decisions of what images and art will be displayed are made by BAS Board and all decisions are final.
- Unless specific requests are made, juried images submitted digitally can be displayed on the Buttonwood entity websites, in marketing and PR pieces, and on the in-house TV screens during "Open House" events
 - Please make sure images look as good as possible.

Art and Artist Information

- We schedule 2 day "Openings" for each show.
 - The First Friday Opening is an evening event. Usually attended by about 200 people, this evening event will generally be the highest traffic event of the show. The halls are full and there is an excitement in the air. Artists should invite everyone to this show and plan on having fun!
 - The Saturday Opening is all about the artists, their art, and their "VIP" guests. The mood is much more quiet and relaxed. Coffee, bagels, soft drinks and tap beer are available. Saturday is a day for each artist to meet their best clients, talk about their art one on one and follow up with business from the First Friday Opening.
- Each artist should provide a comprehensive list of their works displayed at Art Space, sizes and prices with thumbnail images for patrons to review on opening night and throughout the exhibit.
 - Deadlines for this list will be communicated prior to opening night show.
- Each artist is welcome to provide business cards or other marketing materials to be displayed with their work and throughout the gallery.
- Sculpture and Carvings are required to have a pedestal base and/or cloth to display on. Some tables exist throughout the Art Space and can be used for 3-D work on a first come / first served basis.
- All 2-D artworks must be adequately framed (no plastic frames please) and hung with a wire hanger (no saw-tooth hangers please); you may also submit works done on a 1 3/8" wide gallery-wrapped canvas.
- Prints are welcome but need to be shrink wrapped, individually priced, and have on them the name, address and phone of each artist.
- Each artist should provide a brief biography for marketing materials at the time they apply to be in the show through the website.
- Buttonwood entities reserve the right to use any artwork provided by artists for advertising and promotion of the Buttonwood entities.
- Unless other arrangements have been made with Jamie Lavin, all artwork not picked up on the scheduled takedown day may become property of Buttonwood Art Space, without prior arrangements. Exceptions for out-of town shipments. Again, call tags must be provided for art needed to be shipped.

Art Show Openings – Details

- We make every attempt to open all shows in conjunction with Kansas City's "First Fridays" events. This schedule will require artists displaying work to be in attendance for the Friday night event (listed on our calendar.)
- All artists are asked to invite guests, mailing lists, friends and family.
 - To assist with these invitations, postcard invitations for each open house event will be provided to artists at no cost by BAS.
 - Each artist is responsible for informing BAS of the postcard quantity desired at least 3 weeks before the show so we can print correct quantity.
 - Artists are also responsible for labeling, postage, and mailing of the postcard invitations to their customer base.
- Buttonwood Art Space will cover all costs involved with each opening event.
 - This includes but is not limited to providing a variety of foods, wine, beer, non alcoholic beverages, venue, music, staff, purchase payment processing, sales tax collection and transaction receipts for each sale.
- Buttonwood Art Space will also pay for advertising unique to each show event.
- Buttonwood Art Space will send a series of promotional press releases to major media in the Kansas City region.
- Artists are not required, but are welcome to co-participate in the advertising surrounding the show they will be in.
 - If you are interested in joint advertising please communicate with Jamie Lavin to coordinate details.

Security

- Security is provided by Buttonwood Art Space via a monitored security system 24 / 7 / 365.
 - We have a state-of-the-art in-house DVR system that has been tested.
- Cameras cover and record all doors and the stairway in the building, and glass break and/or motion sensors cover every window and hallway.

Liability

- All pieces must be shipped or hand-delivered to Buttonwood Art Space and will be inspected for the ability to hang on our walls.
- Shipped pieces must include a call tag w/ pre-paid shipping. Please allow two weeks for re-packaging and shipment.
- Insurance for artwork confirmed to have arrived in good condition, through the completion date of the show in which the artwork has been displayed is provided at no cost to the artists by Buttonwood 3013, LLC.

Fees / Costs

- There are no jury or participation fees.
- There is no booth fee.
- There are no "opening night" fees, parking fees, or hanging fees.
- All cash or check sales will include a 30% commission based off the sale price of each piece to compensate Buttonwood Art Space.
- Buttonwood Art Space offers a Visa/MasterCard/Discover account specifically to process art sales. An additional charge of 5% of the sale price of your work will be added to the commission to cover Credit Card processing fee for art purchased with Visa / MasterCard.
- All sales will be conducted through Buttonwood Art Space LLC, and applicable sales tax will be collected and processed by BAS.
- Checks representing the remaining 70% of the sale price of each piece (after 30% commission) will be provided to each artist no later than 5 business days after the take down date. (Please see "Shows and Dates" above for exact dates for your show).
- Collection fees for any checks returned NSF by purchasers will be the responsibility of the artist.

Website PR and Sales – www.ButtonwoodArtSpace.com

Website PR

- In 2009 a significant investment was made to upgrade the BAS website in order to accomplish two main objectives:
 - Provide the ability for more artists to have an interactive page on the BAS website where each artist can show work for sale and provide Bio info.
 - Provide artists the option for Buttonwood Art Space to sell their work online.
- Any artist who has their work shown at BAS can be featured on the website.
 - To be listed as a “Featured Artist” you need to simply log into the website, create a profile and upload your images! Helpful items include:
 - A brief biography (.txt or .doc or email format)
 - Digital images representative of your work
 - The site is written using dynamic flash technology and will automatically resize your images (keeping aspect ratio the same) depending on the size of the viewers computer monitor.
 - If you have a website, we will also provide a link to your website.

Website Sales - Art Shop

- BAS Website sales are available to each artist.
- If you would like to sell your work in our Art Shop we will handle each transaction as if the sale took place at the physical Art Space.
- For each piece you would like to post in the Art Shop we will need the following information:
 - Digital images for each piece (.jpg format @ 72dpi)
 - Title of each work
 - Retail sale price of each work
 - Description of each piece including medium and substrate
 - If each piece offers prints, let us know if the original or both are for sale.
 - Measured size of physical piece – Framed and unframed
 - It is the artists’ responsibility to drop ship any purchased work sold from the Art Shop.
- When artwork “sells” we will send you an email or will call you within 24 hours of the sale. Our email will include contact information for the buyer (name, address, phone, email).
- It is your responsibility to ship the purchased work in an appropriate container – including prints - within 48 hours after being notified of the sale.
- Artist must confirm with us in writing (email, fax, mail) shippers confirmation number (for tracking purposes)
- When we receive payment via credit card, check or cash for the sale we will send you a check within 48 hours of the funds becoming available to BAS. This check will be net of commission / credit card fees.
- We will collect and process all sales tax for work sold.
- If a piece of work you have listed in the Art Shop sells elsewhere we request you alert us via written communication (email, fax, mail) within 24 hours of the sale and pull the item from the Art Shop.
- If a sale of a previously sold piece takes place and you are unable to deliver the piece, or a similar original, you will be responsible for paying any chargeback costs from credit card processors.

Communications

Please deliver all artwork to:
Buttonwood Art Space
3013 Main Street, Kansas City, Missouri 64108

Please use our website to apply for a BAS show and submit digital images, information, bio's, artist statements, etc.

If you have questions or just need to communicate with us, please send us an email to Mr. Jamie Lavin at: Info@ButtonwoodArtSpace.com

You may call Jamie at the Art Space: 816-285-9040, on his cell: 913-231-2308, or at home: 913-856-8563

Please send all fax communications to: 816-285-9001

Application

Full Name Printed: _____

Address: _____

City, State, Zip: _____

Email address: _____

Telephone: _____

Cell Phone: _____

Website: _____

How many postcard invitations would you like for Friday Opening?: _____

How many "VIP's" will you invite to the Saturday Opening? _____

This application and the photos and biography being submitted are for the following show (only 1 show per application please):

Show Name: _____

You will also need to upload your images and bio on the www.ButtonwoodArtSpace.com website:

Yes, I have uploaded the digital images of my work to the website.

Yes, I have uploaded an artist statement / bio to the website.

WAIVER OF LIABILITY AND HOLD HARMLESS AGREEMENT

1. In consideration for participation in the Art Space activities of Buttonwood Art Space, I hereby release, waive, discharge and covenant not to sue Buttonwood Art Space, its officers, servants, agents, owners, and employees (hereinafter referred to as "releasees") from any and all liability, claims, demands, actions and causes of action whatsoever arising out of or relating to any loss, damage or injury, including death, that may be sustained by me, or to any property belonging to me, whether caused by the negligence of the releasees, or otherwise, while participating in Art Space activities, or while in, on or upon the premises where the Art Space activities is being conducted, while in transit to or from the premises, or in any place or places connected with the Art Space activities.

2. I am fully aware of risks and hazards connected with being on the premises and participating in Art Space activities, and I am fully aware that there may be risks and hazards unknown to me connected with being on the premises and participating in Art Space activities, and I hereby elect to voluntarily participate in the Art Space activities, to enter upon the above named premises and engage in activities. I voluntarily assume full responsibility for any risks of loss, property damage or personal injury, that may be sustained by me, or any loss or damage to property owned by me, as a result of my being a participant in Art Space activities, whether caused by the negligence of releasees or otherwise.

3. I further hereby agree to indemnify and save and hold harmless the releasees and each of them, from any loss, liability, damage or costs they may incur due to my participation in Art Space activities, whether caused by the negligence of any or all of the releasees, or otherwise.

4. It is my express intent that this Release shall bind the members of my family and spouse, if I am alive, and my heirs, assigns and personal representative, if I am deceased, and shall be deemed as a Release, Waiver, Discharge and Covenant Not to Sue the above named releasees.

In signing this Application and release, I acknowledge and represent that:

- A. I have read the foregoing pages and release, I understand it, and sign it voluntarily as my own free act and deed;
- B. No oral representation, statements or inducements, apart from the foregoing written agreement, have been made;
- C. I am at least eighteen (18) years of age and fully competent; and
- D. I execute this Application and release for full, adequate and complete consideration fully intending to be bound by same.

Participant Signature: _____

Date: _____